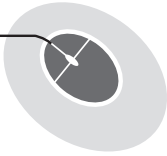


Windows 10



LEARNING OUTCOMES

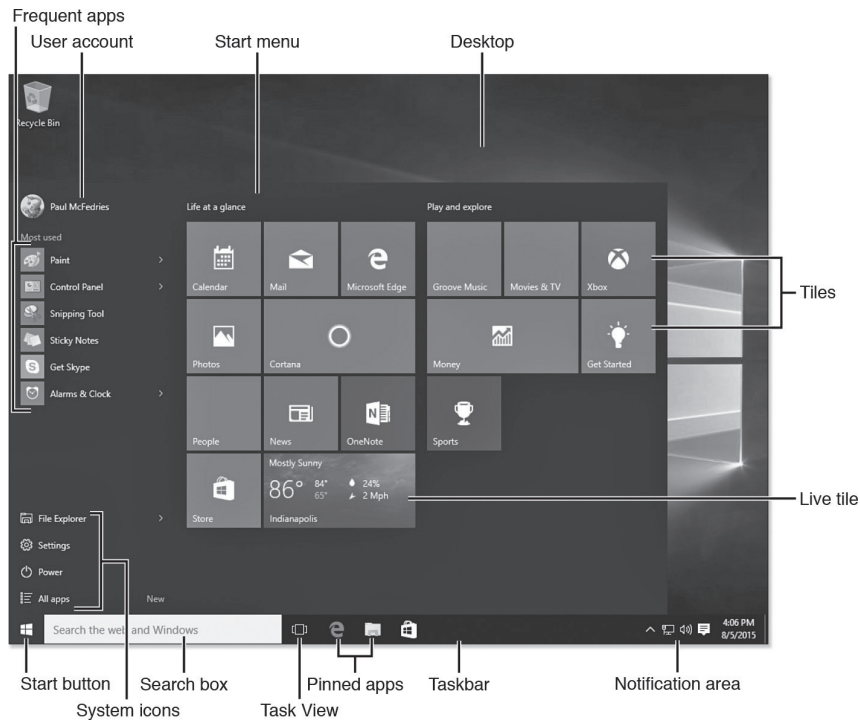
After this lesson, students will be able to:

- » Recall the following:
 - Define operating system.
 - Label and describe each component of the Windows 10 interface.
- » List the uses of the taskbar.
- » Identify and describe the use of the Notification Area.
- » Identify and use the Start button.
- » Change date and time settings.
- » Define and use the Disk Cleanup utility.

WARM UP

- » Label the components of the Windows 10 interface given on the next page.

Ans.



CHAPTER NOTES

- » Taskbar is an element of the operating system that allows you to locate and launch programs or view any currently opened program through the Start menu.
- » It also allows the user to check the date and time and items running in the background through the Notification Area.
- » The Windows taskbar appears at the bottom of the screen. If you hover (move) your mouse over an icon associated with a program that is running, you see thumbnails of all the copies of the program.
- » Windows 10 comes with the Start button on the taskbar. Clicking the Start button on the desktop will launch the Start screen, which you can use to open programs and search for files.
- » Icons are used for launching (starting) different programs. The taskbar consists of two kinds of icons, icons that have been pinned there and icons associated with running desktop programs.
- » The Notification Area is located at the right side of the taskbar, and it contains app icons that provide the status and notifications about

various things such as incoming e-mails, updates and network connectivity.

- » The date and time is displayed in the lower right corner of the taskbar in Windows 10. You can set the date and time in Windows 10.
- » If you have opened many windows at the same time, it can be difficult to see the desktop. When this happens, you can click the bottom right corner of the taskbar to minimise all open windows. To restore the minimised windows, just click the corner again.
- » During the normal use of your computer, you will accumulate a number of unnecessary files (Temporary setup/Internet files, Recycle Bin, etc.). You can remove these files with the built-in Disk Cleanup utility of Windows 10.
- » The Start option allows you to switch to the Start screen.
- » The Devices option shows any hardware devices that are connected to your computer, such as printers or monitors.
- » The Settings option lets you access the general settings for your computer, as well as the settings for the app you are currently viewing.

DEMONSTRATION

- » Use the taskbar
- » Use the Notification Area
- » Use the Start button
- » Change date and time settings
- » Use the Disk Cleanup utility

LAB ACTIVITIES

- » Open the computer.
- » Use the Start button to open a program.
- » Change the date and time.

ASSESSMENT

Teacher can assess students by taking a short oral quiz on the following:

1. Difference between the Start button and the Notification Area.
2. System Restore and its use.
3. Use of the Programs and Features option.